

NOI Acknowledgement
DEPARTMENT LETTERHEAD

Date

Applicant
Address

RE: Facility Name
Location

Dear Applicant:

This is to advise you that a Notice of Intent (NOI) was received by this office for facility name on date. The NOI // with the attached Part A // and Part B applications// has been assigned to me for review. Review of the NOI will take place by date 15 days from date of receipt. [If Groundwater Staff is involved]. Staff Name will be reviewing issues related to the groundwater monitoring system and can be reached at (804)999-9999.

If you have any questions regarding this matter, please contact me at (804) 999-9999.

Sincerely,

Permit Writer
Title
Office

cc: Engineering Consultant
Groundwater Permit Manager, CO
Waste Permitting and Compliance Manager